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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

9 January 1957

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1. The Director intends to make his Deputies' Meetings more useful by having representatives from various offices attend, to give very short talks on selected subjects. The Inspector General will expand this basic idea into an effective program. The subjects in the DD/S field must be very selective and specific -- not a general expose of the operations of an office. The talks must be well prepared, precise and to the point and preferably given by the Office Head. The suggested subjects offered by the DD/S Offices and Staffs will be reviewed, and Colonel White will advise the Office Heads and Staff Chiefs of the specific subjects to be scheduled for presentation.

2. At this morning's Deputies' Meeting the Director discussed his recent meeting with Congressman Carl Vinson, Chairman of the House of Representatives Armed Services Committee. There was also a general discussion of the responsibilities on [REDACTED] for intelligence. Mr. Houston was requested to look into this matter and see how it may relate to the responsibilities for intelligence in other areas such as [REDACTED] etc. Mr. Houston was also requested to look at our proposed legislation to see what we can already do, within our existing broad authorities, to adopt legislation applicable to other Government agencies. He will also explore the possibility of obtaining informal approval from Congressional Committees for this use of the broad authorities extended to us under existing Public Laws.

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3. It is not good Agency policy for employees to resign to run for political office and then return to the Agency if defeated in an election. This is not consistent with the Career Service concept and will be discouraged.

4. Colonel White referred to a letter from Mr. Maxwell M. Rabb, Secretary to the Cabinet, which set forth the President's policy relative to construction which puts additional emphasis on the recent Bureau of the Budget letter on this subject. In short, the Administration's policy is that the rate of expenditures for construction for which obligation authority is now available is to be held to the economic minimum, and requests for new obligation authority for construction are to be made for essential projects only.

5. The Director wishes to encourage all executives and supervisors at all levels to visit their employees in their own physical layouts.

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6. Approval has been given by the Director for the publication of a "Support Bulletin." A sample of the first Bulletin to be published was exhibited. This Bulletin is for general information to all employees, specifically Support officials, and will not be construed as directive or regulatory in nature. [redacted] is the focal point for the accumulation of information and the preparation of the Bulletins which will be published periodically. All DD/S Offices and Staffs are encouraged to submit to [redacted] any material appropriate for this publication. The Bulletin will not receive any coordination in the Agency except with the Deputy Director (Plans) for the security aspects of field distribution. 25X1A9a 25X1A9a

7. The next Staff Luncheon will be held on 30 January 1957.

8. The East Building Conference Room is reserved from 14 - 25 January, and Staff Meetings during that period will probably be held in Colonel White's office.

9. [redacted] gave an analysis of proposed Regulations which had been in coordination process in the DD/S Offices for an excessive length of time. It is imperative that these Regulations be given expeditious processing. Each Office Head must take a personal interest in the coordination of Regulations and should limit his review within his offices to a minimum number of technical experts. Colonel White requested that all DD/S Offices give priority attention to clearing out by 1 February any proposed Regulations which have been held in excess of six weeks. [redacted] is requested to prepare a report to the Deputy Director (Support) as of 1 February on the status of all proposed Regulations in process of coordination. 25X1A9a 25X1A9a

10. Mr. Reynolds suggested that Office Heads be briefed regularly on the Agency position in world affairs at the Senior Staff Meetings. The idea of world affairs briefings was accepted as an excellent suggestion, and there followed a discussion of the means for accomplishing regular briefings. Colonel White will request the Assistant Director for Current Intelligence to provide for a short briefing at the regular monthly DD/S Staff Luncheons. It was generally agreed that the briefing at each luncheon should be directed at a specific area of the world in which the Agency is particularly interested at that time.

11. The meeting adjourned at 1155 hours.

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